G. R. S. 59]

46

GENERAL AND REVENUE SECRETARIAT.

1908-9

(courts)

File No. 239-08

Serial Nos. 1 to 5

Papers Filed.

Month July 1909

SUBJECT.

Introduction of the Madras System of copying fees in civil courts

PREVIOUS REFERENCES.	LATER REFERENCES.
	eh 262-14.
	cs 217-17-(1-4)

G.R.S.11] 1908-09

GENERAL AND REVENUE SECRETARIAT

(Courts.)

NOTES.

Ab File No.239-08

FILE HEADING.

Introduction of the Madras System of Copying fees in Civil Courts.

From

No. Dated Received

Diary No. Enclos. Spare Copies Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

P. S. A.

NOTES—First sheet

GPB—30,000—3-4-07

SUBJECT No. 38.

Madras system of copying fees in civil courts.

Mr. Hassan Ali Beg, ysore City Municipality.

Summary of discussion.—The Madras system of paying copying fees in civil courts by stamps maybe introduced to Mysore.

Reply of Government.—Will be referred to the Chief Court for consideration.

1 Subd with a draft to Chief Court

fees SM 25.1.09

25.1.09

2 Issue SM

25.1.09.

P.50.

Serial No.	
1	To Registrar, Chief Court of Mysore No J 2200 & 29.1.1909. Calls for the opinion of the Chief Court in the matter of introducing the Madras System of Copying fees in Civil Courts.
2	From the Same officer No $\frac{4739}{245}$ & 6.2.09 States that the Chief Court is in favour of introducing paid Copyists and proposes the Construction of Separate buildings for Copyists. Subd for orders.
	dcs 12.2.09 3 The Central Provnce Circular referred to by the Chief Court is not available in this office. May the Chief Ct. be asked for a copy in the 1st instance. Subd with a draft for approval. Gyps. 12.2.09 Issue 12/2/09
	4 Ct for a Dr. 1 - Dr. Subd. 1 dcs 12/2/09 -
3	To the Registrar, Chief Court of Mysore No J 2401 & 15.2.1909. Calls for a copy of the above Circular
4	From the Same officer, No $\frac{4902}{256}$ & 6.2.09 Forwards Volume II of the Central Provinces Circulars containing the above Subd for orders. Please See D.W. for the rules.
	dcs 19.2.09 -

NOTE—Contn. sheet.

GPB—50.000—13-5-08

G. R. S. 12]
General and Revenue Secretariat.

File No. 235 of 1908-09

Serial No.

The proposal would necessitate the construction of additional buildings for the Copying establishment and the adoption of new stamp papers; and it is stated that in case the paper is to be imported from England, the Chief Judge, who expects to go there during the recess, will ascertain the terms on which it can be procured. The Registrar's letter dated 19th August states that the Chief Ct. would fix the minimum pay of the Copyists at Rs 15/- the minimum fixed in the Central Provinces.

Submitted for orders.

20/1/09

1 One of advantages of the proposed change is that copies will gain in cleanness and will have a more tidy appearance — Seeing that they will be on ruled papers of a finer quality. But the question is whether it is now practicable to adopt the change advocated as it involves (1) the entertaining of paid Copyists (2) the erection of buildings.

23.2.09. SLB

Secretary.

2 So far as buildings are concerned the Reg[r] says the present accommodation in the Bangalore Central records is not enough for copyists even under the present system.

Copy worked to be kept

SLB

NOTE—Contn. sheet.

GPB—50.000—18-5-08

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

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(2)9

The proposal as it has now been sent by the chief Court is very bald. According to our present System Each Court has got its own staff of Copyists, which is liable to increase or reduction occasionally at the discretion of the Judge. The rule is that Each Copyist should get on the average not less than ~~Rs~~ 10/- per month and Each Examiner not to be less than ~~Rs~~ 12/-. If the same number of paid Copyists are now employed, we may presume that the Establishment will pay itself if the pay is fixed between 10 & 15. But I doubt very much whether paid Copyists will have the same incentive to work which unpaid men have and we may soon have to meet a demand for increase of Establishment. Under the Existing System it is to the interest of the Copyist

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

P.F.O.

G P B—45,000—19-5-08

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Quarterly returns of Copyists fees etc due Submitted to Chief Court Sh.

to do as much work as he could as expeditiously as possible.

1) Unless Statistics are called for. I think it rather risky to state definitely whether the income and Expenditure will Equal one another under the proposed System.

11) The best Course seems to be to ~~act~~ request the Chief Court to Submit detailed proposals in for the Consideration of Govt.

111) As regards building it is true increased accommodation is necessary Even now in some places. This no peculiarity of this new System.

25.2.09.

Submd. with a draft

May 1st Issued

8/3/09

Secretary

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

000101
10/3/09

GPB—45,000—19-5-08

G. R. S. 12]
General and Revenue Secretariat.

Ch File No. 239 of 1908 & 09

5

7

Serial No.

The accommodation that will be necessary will be three rooms in all, one at each place viz Bangalore Mysore Shimoga.

1 Please cause a copy of the C.P. Circular Order made & noted for Cycle — The book being with Chief Court as desired.

2 Please explain the Madras practice referred to in the Dist Proceedings.

3 The representation as I understand it is that stamps (i.e. paper money) may be substituted for coin in payment on account of copying fees. This specific proposal has to be discussed — Money due to Govt may be in stamps — But I do not see how money payable to the Govt can be in stamps unless the Officers are allowed to encash the stamps at the Govt Treasury — Advise

1 D. A typed copy of the Rules has been sent up. The book may now be returned to the Chief Cl.

Draft Submd —

Ch for draft
20
21/3

Issue
29.3.09 — 1.4.09

To Ch for further note on the proposal made by the Retd Dist Commissioner.

5 To the Registrar Chief Court No. 239-498/46

Returned the book —

NOTE—Contn. sheet.

GPB—50,000—18-5-08

Serial No.

11 A Copy of the Civil Courts' guide (Madras) with Corrections up to 31st March 1900, obtained from the Chief Court is put up. Copyists rules are printed at page 63 and onwards. The main difference between the madras rules and these in Mysore is that in Madras, Applicants for Copies are required to furnish at their own cost Sufficient number of impressed Stamped papers of the value of two annas each, on which Copies are transcribed, while in Mysore Money is required to be deposited as fees for Copying. The Salary of an enrolled Copyist there, is as in Mysore in proportion to the work done by him and it is paid in Cash and not in Stamps.

in Cash

HCJ JN
14.4.09 —

17 It will be seen from the references portion that in Madras the "Superintendent", "Readers" and "Examiners" are paid fixed Salaries, their Services counting for pension, while the body of Copyists

Note—Contn. sheet.

Serial No.

are paid what they Earn, as in My Dept Incentive to Goodwork is maintained in Madras, while it is absent in the Central Provinces System, and I do not know what advantage is to be gained by adopting the latter System.

16 As regards payments by the applicants, there is a difference between the Madras and Mysore Systems. In the Madras the petitioner is to produce so many impressed and ruled Sheets of paper which the Govt Sell at 2 annas per Sheet. In this respect, the System resembles the C. P. System, Except that in the latter the price is 3 annas per Sheet.

19 In Mysore, on the other hand petitioners make a deposit in Cash of the Copying fee, which is duly brought into account in the Cash Book of the Court. After the Copy is ready and delivered, the Copyist is paid his fee out of the deposit and the balance, if any, is returned to the party. In Madras

GPB—50,000—13-5-08

(90

[G. R. S. 12]
General and Revenue Secretariat.

Ch File No. 39 of 1908

Serial No.

~~Copyists~~ Copyists are paid, what they have earned during the month, through bills drawn on the Treasury once a month.

(In Mysore Even Examiners are paid what they Earn).

and not a fixed salary SH

There appears to be no harm in adopting the Madras System of payment by Stamps instead of payment in Cash (by parties) which now prevails. But it is difficult to see what advantage there would be to the State or to the public in adopting the C. P. System of a paid Staff of Copyists. It will be seen that the Clerical work in regard to maintenance of several new Registers Etc will enormously increase under that System.

Please see Central Provinces Circular (portrait)

23/4. SH

Secretary).

Treasury Copyist.

What are the circumstances, if any, to which the existing Mysore practice is subject? I do not see this clearly stated anywhere.

2 Proofs

NOTE.—Contd. sheet.

GIPS—50,00017—3-07

G. R. S. 12]
General and Revenue Secretariat.

Ch File No. 149 of 1908.

Serial No.

2 I do not think any inconvenience is really felt in our present System. The only possible objection that can be urged is, that as the payments by parties are made in cash, balances outstanding in their favour after the copies are delivered, may not be returned to them promptly.

There is the same possibility as regards stamps also, I think.

3 The Subject was started by a Representative Member in Mysore and when the Council was working up to Case, the Chief Court expressed itself in favour of the C. P. System.

27/4 SH

Secretary).

4 I do not know that there are any very strong grounds for an alteration of existing System, which seems to be simple & sufficient.

5 Subject to 2 & 3 in the first instance.

28/4 08

6 I considered this matter when it came before me in the Chief Court. As the letter of the Registrar says, I was 'dubitante' there. I am of the same opinion as the Secretary about

SH 28/4

201)

NOTE- Contn sheet.

GPB-50,00017--3-07

Serial No.

the merits of the proposal. With all due deference, I am not sure that the Member of the R. A. who mooted the matter had really thought over the matter and convinced himself that the ~~innovation~~ innovation he advocated was of any advantage. The Chief Controller, on the other hand, does not seem to have discovered any grave defects in the present system, before the subject was referred to them by Govt.

21 As no sufficient reasons are given for a change, I think it would be sufficient to reply that the change involving some additional expenditure immediately is somewhat inopportune, and that if considered absolutely necessary, the Judges may take it into consideration next year, especially as no serious objections are urged against a continuance of the present Comparatively Simple System.

28/4/09

22 Under standing orders, if the proposal of the Chief Court is not to be accepted, the matter has to be treated as a Scheme alone. The

GPB—50.000—18-5-08

G. R. S. 12]
General and Revenue Secretariat.

File No. 29 of 1908-

Serial No.

file with thereto be placed before Council if appd — Mr. 9.

desn

601
3.5.09

Jos Chitty

Circulate. 1/5/09;

Sd

7/5/09

I think the Madras system may be adopted with advantage. Payment by stamps places no temptation in the way of Court clerks as would be the case in payment in Cash. There would be no money to credit and no money to refund to the parties. The supply of a good quality of paper will be assured. The Copyist will be paid once a month through bills drawn on the Treasury. The procedure has much to recommend it. There

NOTE—Contn. sheet.

GPE—50,000—13-5-08

Serial No.

will be no Cash transacted between the party & the Court clerk -

3 The system recommended by the Chief Court is too elaborate & expensive -

KPN
7/6/09

1074/9.6.09 Shown 7/6/09

To be brought up at a meeting of the Council for opinion

Council Section
Note
SB
15/6.

GPB—50,000—13-5-08

Extract from the Proceedings of the 229th Meeting of the Council of His Highness the Maharaja, held at Bangalore on the 8th July 1909.

VI. Subject. -

Introduction of the Madras system of payment of copying fees in Civil Courts.

O P I N I O N.

The question may be deferred till after the next meeting of the Dasara Representative Assembly when it is likely to be again brought up and to be more fully discussed than was the case on the last occasion.

(Sd) T. Ananda Row,

DEWAN OF MYSORE.

"Extract"

CBalasundaramiyer
Offg. Secretary to Govt.

Submitted to His Highness.

These papers relate to a representation made at the Dasara Representative Assembly of 1908 praying for the introduction of the Madras system of paying copying fees in Civil Courts by stamps instead of in cash as at present in Mysore.

2. The representation having been referred to the Chief Court for consideration, the Judges were of opinion (Mr. Justice Nanjundayya dubitante) that the Central Provinces system of employing salaried copyists might be adopted in Mysore.

Paper more suspect

3. The Second Councillor is of opinion that there are no sufficient reasons for a change. He is not sure that the member of the Representative Assembly who mooted the subject had really thought over the matter and convinced himself that the innovation he advocated was of any advantage. The First Councillor, on the other hand, is of opinion that the Madras system is preferable as it does away with the necessity for Court clerks having to handle cash.

11

3&4. The subject having been considered in Council, it is proposed that it may be deferred till after the next meeting of the Dasara Representative Assembly when it is likely to be again brought up and more fully discussed than was the case on the last occasion. This may be approved.

4.

18

Record of Cases submitted for the Orders of His Highness the Maharaja.

Subject.

Question of introducing the Madras system of payment of copying fees in Civil Courts.

6/

Order.

333
22-7-09

KRW
21/7/09

Secy
22/7/09

B
24/7

23/7/09

2 Secy
23/7/09

Bry III
To lie over for the present, but the
subject up at the next R. Assembly
23/7/09

G.R.S. 26]

R.A.S. 38/

Diary No. of letter replied to _____

General and Rev. Secretariat
( )
, the 190 .

Date of issue 29.1.09

Signed by Jnr S. Hiriyanniya
for

(Here enter Subject N 38 ~~(or first two words)~~ and the letter of Sub Theet)

File No. 38 ~~38~~
Serial No /

No. J 2200

To

The Registrar of the Chief Court of Mysore

Has the honor to invite his attention to the marginally noted subject of the Proceedings of the Representative Assembly of 1908 and the letter of Sub Theet and to request that he will be so good as to favour Govt with the opinion of the Chief Court in the matter.

By order,

for Secretary

over.

SUBJECT.

Copy sent
27/1
HCS
25.1.09.

No 4739
245-

Chief Court of Mysore; Bangalore.
Dated the 6th day of February 1909.

From

The Registrar,
Chief Court of Mysore.

To

The Secretary to Government,
General & Revenue Departments.

Sir,

With reference to your No.J.2200-Cts.239-08-1 dated 29th ultimo requesting the opinion of the Chief Court re introduction into this state of the Madras system of paying copying fees by stamps (subject No.38 of the Representative Assembly Proceedings of 1908), I am directed to state that the Judges of the Chief Court (Mr Justice Nanjundayya dubitante) are in favour of introducing paid copyists. The system may be on the lines of that which is detailed in Central Province Civil Circular V-8. It might be tried over the whole of the State or tentatively in one division. It would be necessary to charge three annas per sheet not two annas as in Madras. If the paper is to be imported from England, the Chief Judge (who hopes to go to England during the recess) will ascertain on what terms it can be supplied. The minimum pay of copyists in the Central Provinces is fixed at Rs15/-.

If it is decided to introduce the system it will be necessary to construct a room for the copyists at Bangalore adjoining the Central Record Room. At present there is no accommodation and the copyists are crowded into the Record Room which is most objectionable. Similar accommodation will in all probability have to be provided at Mysore and Shimoga.

I have the honor to be,

Sir,

Your most obedient servant,

Registrar.

G.R.S. 26]

File No. 239
Serial No 3.

Diary No. of letter replied to 207

No. J 2401

General and Rev. Secretariat
( )
, *the* 190 .

To

The Registrar of the Chief Court of Mysore.

Date of issue 15-2-1909

Signed by W S Srinivasaraiya

His letter No 1739/245 dated 6-2-09 regarding the introduction of the Madras system of Copying fees in Civil Courts in this State

Adverting to the above he has the honor to request that he will be so good as to furnish this office with a copy of the Central Provinces Civil Circular No. 8 of 3, referred to therein.

By order,

for Secy

SUBJECT.

13/2

12/2/09

12/2/09

No. 4902 Enc. 1 book

III 9/17/2 20 S.

S 17/2

Bangalore. 16th February 1909

J2093.

From,

The Registrar,

Chief Court of Mysore.

To,

The Secretary to Government,

Genl and Rev: Departments.

Sir,

With reference to your no. J 2401 cts 239-08-3 dated the 1st inst, I am directed to forward herewith Volume II containing Civil Circulars of the Judicial Commissioner, Central Provinces and Berar, and to reqres that the book may be returned when done with.

I have the honor to be,

Sir,

Your most obedient Servant

Registrar.

EP

5

G.R.S. 26]

X

Ch File No. 239/08

Serial No. 5

Diary No. of letter replied to

No. J2994 Conf/
88/4/09

General and Revenue Secretariat

( )

, the 190 .

To The Registrar Chief Court of Mysore.

Date of issue

Signed by

Have the honor to return herewith, with thanks, Volume II of Judicial Circulars of the Central Provinces, 1908, received with his letter No 4902/255 of 16-2-1909.

B.O.

For Secy.

29/3/09

over.

SUBJECT.

Central P, 1912

C I R C U L A R No. 8.

C o p y i s t s.

The following rules regulating the grant of copies of Civil judicial records made by the Judicial Commissioner under Section 8 (1) (c) of the Central Provinces Courts Act Law, 1903 and Section (6) (1) (c) of the Berar Courts Law, 1905, have been sanctioned by the Chief Commissioner in supersession of the existing rules on the subject and are published for general information:-

Notification No. 1509 dated the 26th September 1907.

I.- PRESENTATION OF APPLICATIONS AND PAYMENT OF CHARGES.

1. Applications for copies may be presented in person or by an agent, or sent by post to the ministerial officer (hereinafter called 'Clerk of the Court') in charge of the office (or vernacular branch thereof) at the place where the record, from which the copies applied for are to be made, will eventua eventually be deposited for safe custody. When copies from a record in the temporary custody of a court at a station where there is no record-room are required, applications may be presented to the Judge of the court concerned, but the Judge shall neither comply with applications otherwise received nor send copies by post.

2. Every application shall bear a court-fee label of one anna. Provided that an application sent by post may be

7

sent without a label, in which case the Clerk of Court shall see that a label of one anna is fixed to the application and punched, the cost thereof being debited to the applicant's account.

3. Every application shall be accompanied by an advance sufficient to cover the estimated cost of the copy applied for. In the case of an application sent by post, the advance shall be remitted by money order. An application unaccompanied by an advance shall not be registered or acted on.

4. If an applicant who has presented his application to the Clerk of Court desires the copy to be sent to him by post, he shall state in his application or in a subsequent communication the address to which the copy should be sent and the copy shall be sent accordingly. Likewise, if an applicant who has sent his application by post desires to take delivery himself he shall state the fact and the copy shall be retained for such delivery.

5. On each application, the Clerk of Court or the Judge shall endorse the date of its presentation and initial the endorsement. The application shall then be passed on to the Copyist (hereinafter called 'Head Copyist') in immediate charge of the copying branch. The Head Copyist shall take the application and advance and deliver to the applicant, if

he is present, a receipt in the prescribed form.

6. Copies of documents such as maps, registers and statements which cannot, owing to their nature, be prepared on separate copy-sheets shall be paid for in cash, the fees to be charged being fixed by the head of the office at a sum sufficient to cover the costs of making the copy.

Sums realized under this rule shall be forthwith credited into the Treasury under the head "Law and Justice - Miscellaneous fees and fines".

II. PREPARATION AND DELIVERY OF COPIES.

7. Copies required by Government officers for Government purposes shall be made on plain paper, free of cost.

8. All other copies supplied on payment shall be made on impressed and ruled sheets of the value of 3 annas each, bearing the words 'For Copies only', the sheets being obtained from the Treasury or Sub Treasury by the Head Copyist. Each sheet contains 30 dotted lines on which copying is to be done. Six or seven English words and on an average 9.3 vernacular words may be written on each line. The exact number of words per line is immaterial, provided the total per sheet does not exceed 192 English or 280 vernacular words. As many as 3 anna sheets shall be used as are necessary to complete the copy.

9. The following instructions shall be complied with in filling up the oblong space immediately below the impressed stamp in the copying sheet:-

(1) In continuation of the printed words "Case No." the number and year of the original case with which the document to be copied is connected shall be entered. If that case was decided more than once, the number and year to be given shall be those in the register of the Court which first finally decided the case.

(2) In continuation of the printed words "In the Court of" the name and official judicial designation of the officer by whom the original case was decided or first finally decided and that name and that designation alone shall be entered.

(3) In continuation of the printed word "Dated" the date of the first final decision of the original case and that date alone shall be entered.

(4) In the space above the printed words before alluded to a description of the document copied shall be given. It will ordinarily be be a decree, a judgment, an order, a deposition, a plaint, a memorandum, an application or an exhibit, and should ordinarily be described as such. When the document copied is the decree, judgment or order of the original court described against the printed words, it will ordinarily be sufficient to connect the words indicating the description of the document with the subsequent description of the case by the word "in," but it may occasionally be necessary to add further details if the case has been disposed of more than once and on different dates by the same Court. In the case of plaints, applications, exhibits and depositions, it will ordinarily be sufficient to connect

the

~~the words indicating the description of the document with the subsequent description of the case by the word "in" but It may occasionally be necessary to further details, if the case has been disposed of more than once and on different dates by the same Court. In the case of plaints, applications, exhibits and depositions, it will ordinarily be sufficient to connect~~ the description of the document with the description of the case by the word "from". But when the copy of is the copy of ~~the~~ appellate judgment or order or decree or of a memorandum of appeal, it will be necessary to add to the description words indicating the number and year of the appellate case and the name and designation of the appellate Judge by whom the appellate case was decided or first finally decided, and the date of his decision or first decision, as the case may be, and to connect this expanded description of the document with the description of the original case by the addition of the words "on appeal from the decision in". Similarly, when copies are given from execution cases or miscellaneous cases connected with the original cases, the description of the execution case or miscellaneous case should be brought into the first part of the entry, and the reference to the original case should remain complete against the printed words as before.

10. At the end of each sheet the following ten lines are printed, but the entries against them shall be made, only on the last sheet of the copy:-

(1) Copy applied for on the ..

(2) Applicant told to appear on the ..

(3) Applicant appeared on the ....

(4) Copying stopped for want of funds ../

(5) Second and subsequent advances paid on the ..

(6) Copy ready on the ..

(7) Copy delivered on the ..

(8)

(8) Signature of Copyist . . . .

(9) Compared by . . .

(10) Court-fee realized, Rupees . . .

Clerk of Court.

The dates referred to in this paragraph shall be expressed in figures, not in words, and all corrections shall be properly attested. When certifying a copy of, the Clerk of Court shall satisfy himself that these entries have been correctly made.

11. If the copy is of a kind requiring a stamp under Article 24, Schedule I, of Act II of 1899, the first 192 English or 280 vernacular words shall be written on an impressed non-judicial stamp paper of the value required, and the remainder of the copy on ordinary copying sheets. One additional copying-sheet, cancelled by the endorsement prescribed by Rule 10, shall be annexed to cover the cost of copying the words written on the impressed sheet.

12. Under no circumstances shall a copy other than one applied for by post be carried beyond the number of sheets already paid for. Whenever copying is stopped owing to want of funds or owing to incorrect information having been given, the Head Copyist shall report the matter to the Clerk of Court, and shall also inform the applicant when he attends.

13. The preparation of a copy applied for by post shall not be

postpond

postponed or stopped for want of funds unless the deficit is likely to exceed one rupee, in which case a service post card shall be sent to the applicant intimating that the copy will not be put in hand or completed, as the case may be, until the additional sum required is received and stating that sum.

14. If the information given in an application received by post is insufficient to enable the document, a copy of which is applied for, to be traced, a service post card will be sent to the applicant requesting him either to furnish the necessary information by post or present himself at the office within fifteen days.

15. When ~~the~~ copies are ready, they shall, before delivery, be signed by way of attestation by the clerk of Court or the Judge, who shall at the same time recover the requisite court-fees, if the copies are not for private use. Court-fee labels shall be affixed to 1st page of the copy and punched by a distinctive punch marking the letter C.

16. Copies shall be delivered to applicants when they attend or sent by post, if so desired, to their addresses by registered packets.

17. If the amount of the advance in an application in which the copy is to be sent by post does not suffice to cover the whole of the charges (including court-fees, postage and regis-

registration fees), the copy shall be sent by value - payable packet post for the balance. If, on the other hand, the amount of the advance is more than sufficient to cover all charges, the surplus shall be remitted along with the copy by money order or- if it does not exceed 4 arnas- in postage stamps.

18. Applications shall be received, inquiries attended to and copies delivered throughout the usual office hours.

III.- Maintenance of Registers and Accounts.

19. All applications received by post shall, in the first instance, be entered in the Register of Applications for copies received by post to be maintained by the Clerk of Court in the appended form and then sent on together with advances and the register, to the Head Copyist who will return the register after initialling the entries in the last column.

20. The Head Copyist shall keep the following registers in the forms appended hereto:-

(1) Register of applications for copies;

(2) Account Book;

(3) Detailed Account Book;

(4) Duplicate receipt book;

21. All applications, whether received by post or presented in person or by agent, shall be entered in one and the same

series of numbers in the Register of applications for copies, the letter P (being written in red ink) to the left of the number assigned to each postal application. The sums paid under rule 6 shall be entered in column 12. Unexpended advances, which remain pending ordinarily over one month should be entered in column 19: columns 20 to 22 are intended for entry of dates relating to these amounts.

22. All advances for copies shall be entered by the Head Copyist in the Register of Applications for copies, Account Book, Detailed Account Book and Duplicate Receipt Book prescribed by rule 20.

23. The Head Copyist shall every day give to each copyist as many blank copy sheets as will approximately suffice for the day's work and see that each evening each man returns to him the number given, whether used, unused, or spoilt, if any. The spoilt sheets shall for account purposes be ~~teated~~ treated as used and included in the number shown in column 13 of the Account Book, the fact being also noted in the column for remarks. Three annas for each sheet spoilt shall be recovered from the man in fault and credited into account; it shall be shown in the detail Account Book, against the number of the application for copy in the course of preparation whereof the sheets were spoilt, and included in the amount entered in

entered in column 6 of the Account Book, the fact being also noted in the column of remarks. The Head Copyist is responsible for the correct balance of cash as well as of copy-sheets.

If the head of the office is satisfied that any sheets have been spoilt otherwise than through the fault of any of the copyists he shall report the matter to the Judicial Commissioner who may deal with it under the Chief Commissioner's Book Circular III-23 Serial No. 42.

24. In the Duplicate Receipt Book shall be entered all sums paid by applicants as an advance of the price of the sheets required for the copy: one half of the receipt form will be made over to the payer . If more money has been advanced than was required for the purchase of the sheets used the payer shall receive back the excess at the time when the copy is delivered. If less had been advanced than was required, the applicant shall make good the difference.

25. On receiving an application presented by hand, the Head Copyist shall forthwith fix and intimate to the applicant a date within seven days of the presentation on which he should attend to ascertain whether the copy is ready or whether any further advance is required. Should the copy not be complete on the date so fixed, the applicant

shall be directed to attend on another date within 7 days of the first, and so on. The successive dates on which the applicant is told to attend and on which he attends shall be entered in both parts (original and counterfoil) of the Duplicate Receipt Book.

26. When the copying work is in arrears, or for any other sufficient reason, the head of the office may, by general or special order, direct that the period between presentation and first attendance or the period between the dates fixed for two consecutive attendances shall consist of a fixed number of days in excess of seven , and shall at the same time determine the period for which the order is to remain in force.

27. The District Judge shall record an order fixing the maximum balance of cash to be kept by the Head Copyist in his own hands, and the amount to be so fixed shall not in any case exceed Rs. 50/- without the special sanction of the Judicial Commissioner.

28. Whenever the amount of money in the hands of the Head Copyist at the close of the day's business is greater than the amount fixed under the preceding rule, the excess shall be paid over by the Head Copyist to the Nazir to be deposited in the Treasury. This excess amount shall be made up of the oldest items of unexpended advances taken in re-

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regular order and the fact of payment shall be noted in the Register of Applications for copies against the particular items by entering the date of payment in column 20 headed ' Date of deposit with Nazir', The Head Copyist is not required to furnish the Nazir with details of these items. If the exact amount required to be deposited with the Nazir in order to bring down the cash balance of the Head Copyist to the prescribed limit cannot be obtained in this way without splitting up the amount of some particular item of unexpended advance, the balance of cash to be retained in the Head Copyist's hands shall be temporarily reduced below the maximum limit in order that each item of unexpended advance may be deposited in full.

29. On receiving the money from the Head Copyist, the Nazir shall enter the total amount as a single item in the deposit Register of the Court to be described as " Copying-fees received from Head Copyist ", without giving a number to the item or recording any other particulars.

30. When the Head Copyist requires repayment of an amount paid to the Nazir under Rule 28, he shall present a receipt to the Nazir for the amount required without any details . The Nazir, if the balance in deposit at credit of the Head Copyist is sufficient, shall make the payment either from his permanent advance or by drawing money from

from the Treasury on a simple receipt countersigned by the District Judge, and on making the payment shall enter the item in his Register of Repayments of Deposits without -- number, as " Repayment of copying fees to Head Copyist."

31. The Head Copyist on receiving the money from the Nazir shall make payment to the parties or parties concerned (if they have not already been paid out of the cash balance in his hands) and shall enter the date of payment in column 21 of the Register of Applications.

32. The date on which the amounts shown in the list prapared under rule 36 have lapsed to Government shall be entered in column 22 of the Register of Applications for copies against the appropriate numbers. In order to facilitate ascertainment of the balance in deposit with the Nazir after a sum has lapsed, the amount lapsed shall be shown in the remarks column of the Account Book against the proper date.

IV.-Supervision.

33. The clerk of Court shall test the work of the Copyists from time to time by selecting sheets at random and counting the words entered on each. He shall daily examine the Account Book with reference to the other registers.

34. The head of the office or a subordinate gazetted officer deputed by him shall examine the several registers of

of the Head Copyist in the first week of each month with the object of seeing whether the work of copying is being regularly done, the excess payments by applicants properly refunded, and the unexpended advances paid to the Nazir in accordance with rule 28 to be deposited in the Treasury. He shall also satisfy himself by an examination of the Account Book that the Head Copyist does not at any time keep a balance of cash in excess of the amount fixed under rule 27, or a larger balance of copy-sheets than is necessary. The head of the office shall himself pass orders for the disposal of applications pending over one month in which copying has been stopped for want of funds or proper information regarding the document to be copied. The total balance of cash plus the copy-sheets in hand, which represents the aggregate sum of the outstanding balances in applications in which copies have not been delivered, should be checked, at least once a quarter, with the total of the aforesaid outstanding balances which must agree with the cash balance in hand and blank sheets plus sheets used (but not yet charged for in the Register of Applications for copies.)

V. -- Accounts for Comptroller.

35. In compiling the Extract Registers of Receipts and Repayments of Deposits for submission to the Comptroller, the items

items entered in the Deposit-Registers of the Nazir without number (Rules 29 and 30) shall not be produced in --- detail, but only the monthly totals entered at foot as amount of copying-fees received from and repaid to Head-Copyist. But a note shall be made against the total of repayments showing the amounts repaid during each financial year. Thus, supposing the total amount of copying-fees repaid during a month was Rs..175/- the note might stand thus:—

	Rs.
On account of 1900-01.....	23
" " " 1901-02.....	34
" " " 1902-03.....118	
Total	175

36. Early in March, a list of the items lapsing to Government shall be prepared, and this list after being compared by the District Judge or Subordinate Judge with the Register of Applications, shall be submitted to the Comptroller immediately after the 31st March in accordance with article 255 of the Civil Account Code. The list shall show distictly how much is now to be credited to Government as lapsed out of the amounts received during each separate financial year. Thus supposing Rs. 45 are to be credited to Government as lapsed, the note might stand thus:-

	Rs.
On account of 1900-01	6
" " " 1901-02	5
" " " 1902-03	34
Total	45

Refunds of

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Refunds of amounts included in this list shall only be payable with the Sanction of the Comptroller under Article 256.

Similarly, the account particulars submitted to the Comptroller by the Nazir under Article 253 of the Civil Account Code shall show the particular year on account of which there are balances of copying fees outstanding in the Head Copyist's register.

VI. Elimination.

37. Each register and paper specified below shall be preserved for the period noted against it.—

Name of register or paper.	Period for which to be preserved.
Clerk of Court's register of Applications of copies received by post. - - - -	3.
Head Copyist's Register of applications for copies - - - - - - - - - - - - - -	3.
Account Book - - - - - - - - - - - - - - - - - -	6.
Detailed Account Book - - - - - - - - - - - -	6.
Duplicate Receipt Book - - - - - - - - - - - -	6.
Applications for copies in which copies copies have been delivered- - - - - - - - - -	Till the close of the month in which the copy has been delivered.
All other applications - - - - - - - - - - - -	3.
Copies undelivered - - - - - - - - - - - - - - -	3.

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REGISTER OF APPLICATIONS FOR COPIES RECEIVED BY POST.

(To be maintained by the Clerk of ~~the~~ Court)

Serial No.	Date of receipt of application	Name & Address of applicant.	Amount of advance received			Amount of deficit recovered with date			Remarks and initials of the Head Copyist.
1	2	3	4			5			6
			Rs	As	Ps	Rs	As	Ps	

In the Court of the

Head Copyist's Register of

Serial No.	Date on which application was made or received by post.	Name of applicant	Name of Applicant	Description of document of which copy is applied for.	Date or dates on which applicant was told to attend	Date or dates on which applicant attended.	Amount of first advance.	Date on which copying stopped for want of funds.	Date on which further advance was made, if any, or deficit recovered, if any.	Amount of further advance or deficit recovered	Cost of preparing copy		Amount credited into Treasury in cash
											Cost of copy sheets used		
1	2		3	4	5	6	7	8	9	10	11		12
							Rs.			Rs.	Rs.		Rs.

pplications for copies [illegible] for 190

Date on which amount was credited into Treasury	Incidental charges		Date on which copy was ready	Date of delivery or despatch of copy to applicant.	Amount refunded to applicant.	Unexpended advance.		Date of final disposal		Remarks.
	Court fees and Money Order commission.	Postage and Registration charges				Amount	Date of deposit with the Nazir.	By refund to applicant.	By credit to Govt. as lapsed	
	14	15	16	17	18	19	20	21	22	23
	Rs	Rs				Rs				

lications for copies ... for 190

was credited into Treasury	Incidental charges		Date on which copy was ready	Date of delivery or despatch of copy to applicant.	Amount refunded to applicant.	Unexpended advance.				Remarks.
	Court fees and Money Order commission.	Postage and Registration charges				Amount	Date of deposit with the Nazir.	Date of final disposal		
								By refund to applicant	By credit to Govt. as lapsed	
14	15	16	17	18	19	20	21	22	23	

In the court of the _____

Account Book to be kept by the Head

Date	Opening balance		Advances.				Total	
	Cash	Number of Copy-sheets	Amount withdrawn from the Sazis.	Advances received from parties	Advances and other amounts received from Clerk & Court	Number of Copy-sheets received during the day	Cash	Number of Copy-s
1	2	3	4	5	6	7	8	9
	Rs. as. p.		Rs.	Rs. as. p.	Rs. as. p.		Rs. as. p.	

Register.

Amount refunded to Applicant	Incidental Charges, e.g. Postage and Registration Charges. Money order Commission and Court fees.	Paid for Copies-sheets purchased from the Treasury.	Number of Copies-sheets used.	Amount credited with Treasury.	Closing balances Cash with Head Copyist	Cash deposited with Nazir	Number of Copies-sheets.	Initials of clerk of Court	Remarks.
10	11	12	13	14	15	16	17	18	19
Rs. a. p.	Rs. a. p.	Rs. A. p.		Rs. A. p.	Rs. A. p.	Rs. A. p.			

Original No.

Name of applicant —

Description of document required —

1	2	3	4	5	6	7	8
Dates of payments of advances.	Amount advanced from time to time.	Date on which the applicant is bid to appear.	Signature of applicant.	Date on which the applicant appears.	Copying stopped for want of funds.	Balance returned	Signature of applicant by way of acknowledgment of receipt of copy with date.
	Rs. A. P.					Rs. A. P.	

Note — Column 1. Date of each payment to be separately noted.
" 3. Each date fixed for appearance to be noted.

C 1

In the Court of the _____

Detailed Account Book to be kept by the Head Copyist.

Date.	Serial No. of application as per Register of Applications.	Receipts		Expenditure			Remarks.
		Advances received from parties	Advances & other amounts received from Clerk of Court	Amount refunded to applicant	Incidental charges, e.g., Postage and Registration charges, money orders Commission and court fees.	Amount credited into Treasury.	
1	2	3	4	5	6	7	8
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	